

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** OFFC ASST – Veterans Affairs

**Date:** 10/20/99

**Position Level:** 2

**FLSA Status:** Nonexempt

**Class Code:** 22-2

### GENERAL DESCRIPTION

Primary function is to act as receptionist and perform clerical functions in the assistance of daily office functions.

### KEY RESPONSIBILITIES

1. \*Assists in all transportation needs by direction of the Transportation Coordinator .
2. \*Acts as receptionist. Greets and screens clients, secures information and maintains client's records.
3. \*Answers phones and takes messages.
4. \*Types, files, updates, compiles and prepares department reports.
5. \*Files all office correspondence.
6. \*Schedules appointments for the transportation van and for the counselors.
7. Assists with the middle and upper keys Veterans' offices in the event of absences.
8. Opens and distributes incoming mail and sends outgoing mail.
9. Assists the Director and Sr. Administrative Assistant as needed.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are normally limited to my position.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Requires ability to proficiently use multi-line phones, copier, fax, calculator, typewriter and computer. Must maintain strict confidentiality. Requires reliable transportation and the ability to travel to middle and upper keys offices as needed. Valid Florida Drivers License. Ability to type 45 cwpm.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_